

SUPPORTING STATEMENT
FOR
UNITED STATES INTERNATIONAL TRADE COMMISSION FORMS
ITC DATAWEB PUBLIC ACCESS PILOT PROJECT: USER REGISTRATION FORMS

A. Justification

1. Request.-The forms are for use by the Commission in connection with the ITC DataWeb Public Access Project, previously approved on an emergency basis by OMB. The ITC DataWeb provides on-line, rapid and customized retrieval of U.S. trade and tariff data and has been an Internet tool primarily for government users. The interagency International Trade Data System (ITDS) board chairman has requested that the ITC DataWeb be made formally available to the public.

2. Purpose.- The user registration forms are required to accurately analyze usage, data reports generated, and costs by user sectors and to save user product and country lists for their reference during future logins. The forms would appear on the ITC DataWeb internet site (<http://dataweb.usitc.gov>) and would need to be filled out only once.

3. Technology.--All available information technology has been incorporated into the user registration form design and processing to reduce the reporting burden. There are no technical and legal obstacles to such efforts.

4. Non-duplication.-No other industry, government, or academic organizations collect or publish data which are duplicative of the data requested in the forms.

5. Small businesses.--Some of the companies that will use the DataWeb may be "small businesses," as specified under the Small Business Administration Rules (13 CFR Part 121). To minimize the reporting burden, the forms were designed to be as brief as possible, consistent with information requirements. Check-in type questions are used to simplify form response.

6. Frequency.--Not applicable. This is a nonrecurring data collection.

7. Special circumstances.--There are no special circumstances in this data collection.

8. Federal Register Notice and Consultations.- A Federal Register Notice (attached) was issued on August 27, 1999 (Vol. 64, No. 166, page 46949) requesting comments from the public to ITC on the forms. No comments were received. Consultations on the project were held with interested trade agencies, the International Trade Data System project staff and Chairman, and Congressional staff including counsel of both the Ways and Means Committee of the House of Representatives and the Finance Committee of the Senate.

9. Presents and gifts.- No presents or gifts were given to respondents.

10. Confidentiality.- Business confidential material is not being sought. On personal confidentiality, a Privacy Act statement has been posted on the DataWeb, pursuant to the Privacy Act of 1974, 5 U.S.C. Section 552a.

11. Sensitive information.--Information on issues of a sensitive nature involving persons is not being sought.

12. Response burden.--The Commission attempted to reduce burden on respondents by designing the forms so that potential DataWeb users firms can complete them quickly. Some of the requested data being collected are presented as "check" selections. Individuals who are already DataWeb users will be asked to complete an even shorter form. All information will need to be entered only once and once completed, the forms will not reappear on the users next login.

The Commission estimates that users will be able to respond in less than two minutes. This estimate was based on a small sample. We estimate the overall burden for the 2,000 annual users to be 66 hours and the cost per user to be negligible.

13. Project cost to respondents.-- We estimate the non-hour burden cost to respondents to be zero. No record keeping is required. No specialized hardware or software is required.

14. Project cost to the Federal Government.--The estimated total additional cost to the Federal Government of providing this self-service material to the general public is estimated at \$226,000 annually. Based on pilot results thus far we estimate requiring hardware upgrades (estimated apportioned annual cost for public, with 3-year amortization) \$32,000; software licenses and maintenance, \$44,000; DataWeb assistance helpline \$60,000; DataWeb technical assistance, including development of new functions and additional self-assistance screens, \$90,000.

15. Program Changes.--Not applicable. The program will continue to be made available to the public on a pilot basis until the Commission determines otherwise.

16. Project plan and schedule.--After receiving the completed forms, the Commission's staff will analyze usage and data reports generated by sector. Verification of the user's sector may be made in some cases as required. Data will be analyzed, compiled in a form that will not reveal the individual operations of any respondent, and prepared for internal analysis by the Commission. This is an extension of existing approval. The forms were made available on the internet on April 1, 1999. The respondents need to complete the brief form before logging onto the DataWeb. This information will be sought once only.

17. Permission not to display expiration date.-- No such approval being requested.

18. Explanations for certification exceptions.-- Not applicable.